



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-006
POSITION: Librarian (Cataloger)
SERIES/GRADE: PG-1410-09/11
SALARY RANGE: \$39,597 - \$62,287 PA
ISSUE DATE: 01/21/03
CLOSING DATE: Open Until Filled *
NUMBER OF VACANCIES: Multiple
ORGANIZATION: Library Programs Service
Library Division
Classification and Cataloging Branch
Cataloging Sections 1 and 2
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: PG-11
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent is responsible for identifying, evaluating, selecting, and cataloging online, paper, and microfiche resources published by U.S. Government agencies and for related support activities. Performs original descriptive and subject cataloging of Federal documents in accordance with Anglo-American Cataloging Rules Second Edition (AACR2), Library of Congress Rule Interpretations, and other authorities consistent with GPO's participation in national cooperative cataloging programs. Publications to be cataloged include monographs and maps published online and in other media. Consults a variety of sources and analyzes data in order to create appropriate bibliographic access. Performs subject analysis of all material cataloged. Creates new bibliographic records or adapts existing records available in OCLC (Online Computer Library Center). Creates national-level quality bibliographic records for monographs or maps for the OCLC database. Utilizes MARC (Machine-Readable Cataloging) tagging for appropriate data file formats.

QUALIFICATIONS: For the PG-09: Applicants must have completed 2 full years of progressively higher level graduate education or master's in library science, at an accredited college or university, or possess 52 weeks of specialized experience in librarianship that demonstrates the ability to perform, supervise, or direct one or more major functional areas of librarianship equivalent to the next lower grade level. For the PG-11: Applicants must have completed 3 full years of progressively higher level graduate education in library science or doctoral degree in library science, or possess 52 weeks of specialized experience in librarianship equivalent to the next lower grade level.

SELECTIVE PLACEMENT FACTOR: For the PG-11: Experience with applying AACR2 rules to cataloging monographs or maps.

NOTE: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures

***NOTE:** This vacancy announcement will be open until further notice, therefore cut-off dates have been established for every 30 days. The 1st Cut-Off Date: 02/18/03, 2nd Cut-Off Date: 04/01/03 and the 3rd Cut-Off Date will be 05/13/03.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience,*

education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)

1. Knowledge of the theories, principles, and techniques of librarianship.
2. Knowledge of AACR2 cataloging rules.
3. Knowledge of one or more computerized bibliographic and authority record databases. and formats particularly those of the Online Computer Library Center (OCLC).
4. Ability to analyze complex cataloging issues, successfully apply complex cataloging rules, and use sound judgment in cataloging resources for which no clear precedents have been established.
5. Ability to communicate effectively orally and in writing.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

ALL applicants must submit the following:

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability. Selectees must successfully pass a drug test before appointment.

ADDITIONAL BENEFITS:

**POSSIBLE REIMBURSEMENT OF RELOCATION EXPENSES.
STUDENT LOAN REPAYMENT PROGRAM.**

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION (S) TO:

FOR ADDITIONAL INFORMATION CALL:

Unit 2

U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, NW
Washington, DC 20401

To apply On-line: recruitment@gpo.gov
FAX (202) 512-1292

(202) 512-1118
TDD (202) 512-1519

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